UNITED
NATIONS

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Secretariat

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14 July 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 PROMOTION REGISTER FOR PUBLIC INFORMATION ASSISTANTS AND TOUR COORDINATORS/SUPERVISORS CATEGORY TOUR COORDINATOR/SUPERVISOR LEVEL

1. The Secretary-General, having considered the recommendations of Working Group II of the Appointment and Promotion Panel, has approved the following promotion register for the Public Information Assistants and Tour Coordinators/Supervisors category:

To Tour Coordinator/Supervisor level

Ms. Katarina HJELMQVIST

2. Promotion from the register will be authorized by the Director of Personnel in the context of staffing table resources and departmental wishes. The earliest date of promotion from this register will be 1 July 1992. The latest date will be 30 June 1993, bearing in mind that the register year runs from 1 July 1992 to 30 June 1993.

Recourse procedure

3. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters in 12 copies must be submitted WITHIN ONE MONTH of the publication date of this circular and should be addressed to the Chairperson of Working Group II, Appointment and Promotion Panel, through the Secretary of the Panel, Room S-2560B.

5. Any additional information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. If a vacancy has arisen which could have been projected at the time of the promotion review or on which information was not provided to the appointment and promotion bodies, these bodies may take that into account when reviewing recourses. The same holds true in cases where the reviewing body would have recommended the inclusion of a staff member's name on the register had it not been for the unavailability of a post and a suitable post unexpectedly becomes vacant within the organizational unit concerned prior to completion of the promotion exercise.

6. The attention of staff members is drawn to the fact that recourse is a matter strictly between the staff member and the particular reviewing body. Therefore, only material submitted by a staff member in his or her name and on his or her behalf will be considered. Staff members are also advised that letters of recourse will be included in their official status files.

7. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General on the basis of the recourse letters submitted to them.